

## Minutes from English Program Board meeting,

**Meeting date:** 4 September 2013

**Start time:** 12.15 pm

**Location:** room 216 (HF Building)

**Present at the meeting:** Lene Johannessen (coordinator), Cassandra Falke, Kari Haugland, Bente Hannisdal, Øyunn Hestetun, Torill Hestetraet, Karol Janicki, Hugh Koeze, Heidi Silje Moen, Aud Solbjørg Skulstad, Stephanie Hazel Wold, Kristoffer S Ekroll (student), Camilla Knudsen Palmer (student), Silje Hegna Borgen (student) Kari Soriano Salkjeslsvik (secretary), arrived at 12:20  
Monica Helle (student), arrived at 12:30

**PLEASE NOTE:** the last meeting this semester is scheduled for *4 December*, not 2 Dec as previously announced.

### 1. Introductions

Round of introductions

### 2. 100 and 300 courses + writer's workshop

Somewhat low attendance in ENG106, otherwise good attendance rates, also in the writer's workshop.

### 3. Orientations

*a) Associate professor in Linguistics*

*b) Exam meetings: mandatory starting this semester*

The last couple of years the English section has not held special meetings for the arrangement of the exams every semester. The English section takes note of the Department's decision that the disciplines arrange exam meetings every semester

*c) 'Studieplanendringer'*

No changes to existing course descriptions reported at the meeting

### 4. Discussion

*a) MA thesis: should we add specifications of word count and font to the already existing page number on Mi Side?*

Haugland pointed out that the guidelines on format for the MA side are already on Mi Side (MAHF-ENG). They are as follows:

<b>1. Format and content</b>
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- The thesis should have a length between 70 and 110 pages. This does not include front cover, index, preface, bibliography and appendix.
- Margins: normal; line spacing: one and a half (some subject areas double line spacing); size of letters: 12 for fonts Times, Times New Roman, 11 for Arial.
- The thesis should be written in the same foreign language as the student's master's programme; English, French, Italian, Spanish or German. In the master's programmes of Arabic and Russian the thesis is normally written in Norwegian, Swedish, Danish or English. To use another language than described here, you need to send an application for approval by the Department of Foreign Languages.
- Content of the front cover: Title of the thesis, your name, department/subject, semester and the logo of UiB (cf. point. 6).
- Each of the main chapters of the thesis is to start on a new page.

A problem might rise when students use a lot of graphics in their thesis, and we might therefore still want to specify the required number of words it should include.

*b) Sending MA theses to Oslo for printing has been the practice for a couple of years now, and the exam consultant thinks it makes the process not only slower, but also more expensive and less environmentally friendly. The Board is asked to have an opinion.*

We decided to write a letter of complaint to the Departmental Board, and expressing our desire to use a local printer.

## 5. **Election of representative to the Department Board**

Kari Haugland (representative) and Bente Hannisdal (deputy) volunteered for the job.

## 6 **Any other business**

a) Due to technical problems, MA students have had some difficulties registering for courses this Fall. Once we go over to 10 credit courses, the problem should be solved.

b) As part of the new admission requirements for exchange students, we did a diagnostic English test for 23 students. All of them passed the test.

